How to Review Training Applications

This tutorial is designed to help the first time CHRTAS Student user. It also serves as a ready reference tool to teach you how to review, edit, or cancel a training request. The tutorial is divided into steps that can be viewed individually by clicking on their respective hyperlinks below.

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WELCOME JOE!

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Links

YOU **MUST** CREATE A STUDENT PROFILE **FIRST** BEFORE YOU REGISTER FOR ANY CLASS.

The profile requires your Email address and other information beyond your SSN and Date of Birth.

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability,

You can review your application(s) by clicking on the REVIEW/EDIT/CANCEL APPLICATIONS link located on the Student Functions Menu.

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How to Review Training Applications

Civilian Human Resource Training Application System - CHRTAS   **Main Menu**

5/16/2007

CHRTAS Application System

- Click on the class number to review/edit your application.
- You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button.
- You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process.
- These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record.
- You may not apply for the same course until you receive an email confirmation that your cancellation has been processed.
- If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class.
- You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again.
- Note: You cannot amend the Course Number. You can only edit the date / location preference for the same course.
- If you wish to attend another course, you must submit a new application.

X - Delete Application   **C** - Request Enrollment Cancellation   **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Phase	Class StartDate	Class End Date	Application Status	Date Applied
X	2007	0101	DB8AGRM	001		5/30/2007	6/1/2007	Nominating Supervisor Pending	5/16/2007

Previous Applications

	FY	Sch	Crs	Cls	Phase	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
C	2007	704	1-250-C60 (P)	001	2	Approved	Reservation	4/24/2007 3:39:08 PM	5/23/2007 3:34:46 PM	5/23/2007 3:34:46 PM
C	2007	704	1-250-C60 (P)	002	2	Approved	Reservation	4/26/2007 10:59:00 AM	6/23/2007 3:34:46 PM	6/23/2007 3:34:46 PM

This screen displays all Pending and Previous student applications. Pending applications are training applications that are still awaiting an approval decision.

Previous applications are training applications where the application has been moved into a Reservation, Wait, or Disapproved status by a Training Coordinator or Supervisor/Training Supervisor.

How to Review Training Applications

Step 3

Pending Applications

	FY	Sch	Crs	Cls	Phase		Application Status	Date Applied
X	2007	0101	DB8AGRM	001			Nominating Supervisor Pending	5/16/2007

Click on the class number to review your application

Previous Applications

	FY	Sch	Crs	Cls	Phase	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
C	2007	704	1-250-C60 (P)	001	2	Approved	Reservation	4/24/2007 3:39:08 PM	5/23/2007 3:34:46 PM	5/23/2007 3:34:46 PM
C	2007	704	1-250-C60 (P)	002	2	Approved	Reservation	4/26/2007 10:59:00 AM	6/23/2007 3:34:46 PM	6/23/2007 3:34:46 PM

Clicking on the class number in the application row opens up the Path Window for the application.

Once the path window is open, you can see where the application decision is pending.

How to Review Training Applications

After clicking on the application class number, a pop up appears.

Microsoft Internet Explorer

⚠ You may review and update your application.

OK

Click OK to proceed with opening your application.

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How to Review Training Applications

Civilian Human Resource Training Application System - CHRTAS

Main Menu

Verify/Enter CHRTAS Information

Course Info:

FY: 2007   **School:** 0101   **Course:** DB8AGRM   **Phase:**   **Class:** 001

Course Title: BASIC WRITING GRAMMAR AND USAGE

School Name: CHRA, KOREA REGION

Class Location: SEOUL, AP

Start Date: 5/30/2007   **End Date:** 6/1/2007

Delivery Method: Local Students / Onsite   **Remarks:** None

Application Info: Enter Remarks in Comments Block as Required

Alternate date range you are available for training:

From: Nov 26 2007 **To:** Dec 29 2007

Verify/Enter Information

Important! Fields marked with (*) are auto populated by DCPDS. If there is any missing or incorrect data in your profile, you may request correction by initiating a Help Desk Ticket from the My Biz & My Workplace Helpdesk in the Employee Portal of My Biz, https://acpol.army.mil/cpolmain. The fields can be modified, but the changes will only be made in CHRTAS, but no changes will be made to DCPDS.

Student Information

SSN / EIN: 1190   **Prefix:**   **Last Name *:** SMITH   **First Name *:** JOE   **MI *:** B   **Suffix:**

Gender *: Female   **Date of Birth (DOB):** Jan 01 1970

Home Street *: 123 HOME STREET   **City *:** DALLAS   **State *:** TX   **ZIP *:** 75025 - 6132

Disabilities: No   **Special Requirements:** Please select a Special Requirement if Disabled

Preferred Name for Name Tag: Mr. Smith   **Intern:** N/A

US Federal Ethnicity and Race Category *:

☐ American Indian or Alaskan Native   ☐ Asian

☑ Black or African American   ☐ Native Hawaiian or Other Pacific Islander

☐ White   ☐ Hispanic or Latino

You can edit any / all of the information on your application. To save your changes, click SUBMIT APPLICATION at the bottom of the page.

How to Review Training Applications

Step 6

Click on the delete icon to withdraw an application

	Pending Applications			Class StartDate	Class End Date	Application Status	Date Applied
	FY						
[X]	2007	0101	DB8AGRM	001	5/30/2007	6/1/2007	Nominating Supervisor Pending	5/16/2007

Any Pending Applications can be deleted by clicking the small "X" / delete icon at the start of the application row. Click on the delete icon to withdraw your application.

	Pending Applications					cation tus	Date Applied
	FY	Sch	Crs	C			
[X]	2007	0101	DB8AGRM	001		ating Supervisor Pending	5/16/2007

Microsoft Internet Explorer

? You have indicated you wish to remove your application for the following class:

FY:2007
SCH:0101
CRS:DB8AGRM
PHASE:
CLS:001

This action CANNOT be undone. Press OK to delete this application.

[OK] [Cancel]

CHRTAS provides a reminder in case the Delete button was accidentally selected. Click OK to delete the application from the system.

Applications that have become Reservations or Waits must go through the Cancellation Process.

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Step 7

	FY	Sch	Crs	Cls	Phase	CHRA	Application Status	Approval Date	Class Report Date	Class Start Date
Previous Applications										
C	2007	704	1-250-C60 (P)	001	2	Approved	Reservation	4/24/2007 3:39:08 PM	5/23/2007 3:34:46 PM	5/23/2007 3:34:46 PM
C	2007	704	1-250-C60 (P)	002	2	Approved	Reservation	4/26/2007 10:59:00 AM	6/23/2007 3:34:46 PM	6/23/2007 3:34:46 PM

Click on the cancel icon to cancel a reservation

You can cancel any reservation by clicking the cancel icon at the start of the application row. Click on the cancel icon to withdraw your reservation.

How to Review Training Applications

Step 8

Civilian Human Resource Training Application System - CHRTAS — Main Menu

5/16/2007

CHRTAS Application System

Reason for cancellation.

Student Request for Cancellation

COMPLETE THE FORM AND CLICK THE 'SUBMIT CANCELLATION REQUEST' BUTTON TO SEND A CANCELLATION REQUEST FOR THIS COURSE RESERVATION.

Enter your reasons for cancelling this application for CIVILIAN LEADER BASIC

Reason for cancellation: Select a Reason from the List below

Cancel Comments:

Click here after entering your comments

Submit Cancellation Request

Enter your reasons for cancelling your reservation and then click **SUBMIT CANCELLATION REQUEST.**

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Step 9

CHRTAS provides a reminder in case the Cancellation button was accidentally selected.
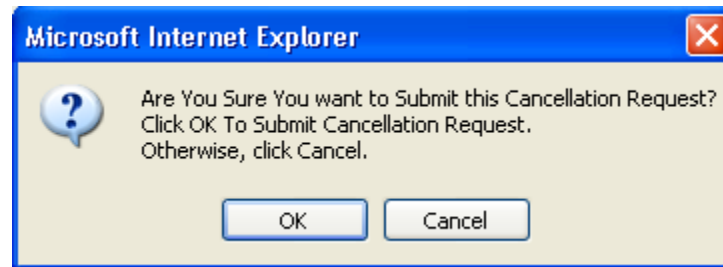
Click OK to cancel the reservation.